
Te Toa Takitini

Quality Assurance – QA Pānui
Quarter 3, August 2023

**Mā whero, mā pango ka
oti pai ai te mahi.**

*With our collective skills and
talents the work will be done.*

**Kia toi te mahi hangarau
Kia toi te mahi auaha
Kia toi te ira tāngata
Ko ngā toi Māori ka puta
E kōkō ko Toi Mai ē!
Turuturu o whiti whakamaua kia tina!
Tina!
Haumi ē! Hui ē! Tāiki ē!**

Tēnā koutou katoa,

We hope you and your whānau have been keeping well and staying healthy over the winter months. There seems to be a lot of sickness going around at the moment so it super important to rest up when possible and to keep as healthy as you can. Quarter three has been a busy time of year for the Quality Assurance team. We have been getting out and about and doing a number of Quality Assurance visits. These have been a great way for the team to build relationships and make connections with both our schools and providers.

We have provided a few photos from our visits below, the first photo was from our visit to The Learning Connexion (left to right: Astrid Visser Toi Mai Relationship Manager, Helen Lewis Assessment and Moderation Facilitator, Heather Day Quality Assurance Specialist, Brianna Henderson Quality Assurance Specialist). Helen showed us around their campus, the art work on the side of the building which you can see here was incredible, definitely taking creativity to new levels!





The above two photos are from our visit to Heretaunga College where we met with PE Teacher Max Pearson (pictured above). We had a great moderation visit with Max, at the end of the meeting he showed us their gym facilities where the ākonga complete some of their assessments. Both Heather and Brianna were very impressed with their facilities.

CONTENTS

- 6.** [Meet the team – Wayne](#)
- 7.** [Moderation Plan Quarter 3: Post-moderation](#)
- 8.** [Hairdressing unit standards](#)
- 10.** [Outdoor Recreation unit standards](#)
- 11.** [Consent to Assess and Memorandum of Understanding](#)
- 12.** [Consent and Moderation Requirements \(CMR\)](#)
- 13.** [Creating assessment material guide for schools](#)
- 14.** [Programme Endorsement](#)
- 16.** [Waka Ama Consent to Assess and unit standards](#)
- 17.** [Qualifications and standards update](#)



Introducing our Te Ringa Kounga i Toi Mai Ohu Ahumahi – Quality Assurance Manager



Wayne Schlemmer

Te Ringa Kounga
Quality Assurance Manager

My title, that was gifted to me, is Te Ringa Kounga (hands of quality). I joined Toi Mai in October 2021 after having worked as the Quality Manager at Skills Active ITO (Industry Training Organisation) which is now known as Te Mahi Ako. Across the last few editions of this newsletter, you would have met the wonderful people in the quality assurance team that I have the privilege to lead, we are further supported by external contract moderators, all of these people have ensured our success.

I would like to thank all schools and providers for the way you have worked with us over the past almost two years, your patience and cooperation is very much appreciated. As always we are here to help and support you so please reach out to us at moderation@toimai.nz



Moderation Plan Quarter 3: Post-moderation

For post-moderation Quarter 3, we have called our providers and schools between letters N-S. This was called on the **7th August 2023**. The due date for the submissions is the **18th September 2023**.

We strongly encourage schools and providers to submit via the portal, if this is your first time signing in please remember to do the following:

1. Please sign up first once you get the email in order to receive your log in.
2. If there are any issues with logging in, please email us at moderation@toimai.nz

Some further information:

- If you can't meet the deadline or if you have any queries, please contact us ASAP. If we don't hear from you this could lead to a non-compliance being issued.
- Please note, you **cannot** log in to the portal via our website.
- For any Polytechs and ITOs that already received a request for post-moderation back in February and wish to switch to the portal, please email us and we will ask the portal team to set you up.
- We still accept physical copies, please reach out to us if you are unsure of our postal address.



Hairdressing Unit Standards

The unit standards below are the new and updated unit standards for the hairdressing sector. These unit standards have now been merged into CMR 0099. Barbering and the rest of the Salon Skills unit standards are up for review in 2024 and relevant unit standards will transition over to CMR 0099 once completed.

Domain	Standard IDs
Hairdressing	2873, 2884, 2889, 2892, 19793, 25792, 25793, 28848, 28849, 31198, 33199, 33202-33205, 33210, 33214, 33215, 33218-33230
Salon Skills	9953, 25437, 28845, 28846, 33231-33233

Please remember, ALL assessment material MUST be pre moderated by Toi Mai. If any of the above unit standard assessment material is updated to a new version or are newly developed, please send this to moderation@toimai.nz to ensure pre-moderation takes place before the material is used.

For pre-moderation submissions please remember to complete the cover sheet here: [Pre-assessment moderation coversheet](#).

If you choose to create your own assessment material and need some guidance, we have created an Assessment Guidance document, which is mentioned and discussed further down in this newsletter and also includes a link to the guide itself.



Outdoor Recreation unit standards

IMPORTANT – Outdoor Recreation unit standards update

Following the Outdoor Recreation review in October 2021, some unit standards are scheduled to either expire, be replaced with a new version, or new unit standard.

A transition period of two years has been in place since the review, allowing for consent to assess holders to use prior and current versions. **This transition period is now ending and the last date of assessment for prior versions is the 31 December 2023.**

Please note the following:

1. The last date of assessment for older versions and expiring unit standards is the **31 December 2023**.
2. Any assessment material developed by a school must be updated to the new version and submitted to Toi Mai for approval, **PRIOR to use from 1 January 2024**.

As the consent to assess holder, it's important that you are using only **current versions and pre-moderated material** in assessment. The attached document details the impacted unit standards, so please ensure you read it carefully: [Outdoor Recreation unit standards](#).

If you have any questions regarding the content of the document, or questions regarding the unit standards, please don't hesitate to contact us.

Guidance Information – Consent to assess and Memorandum of Understanding (MoU)

Are you applying for consent to assess (CTA) where the unit standard(s) will be delivered and assessed by an external provider?

Here's what you need to know!

- When applying for consent to assess, if you are engaging with external providers to provide delivery and assessment for unit standard(s) you're requesting CTA for, it's important that you are familiar with and follow the processes and complete the documentation required.
- The attached guidance document outlines Toi Mai requirements and NZQA information regarding CTA/MoU arrangements: [CTA and MOU Guidance](#).

Once you've had a read through, please contact us at moderation@toimai.nz if you have any queries about your CTA application.



Consent and Moderation Requirements (CMR) 0099: new version

CMR documents are approved by NZQA and set out, for the standards listed in its scope, the requirements organisations must meet to assess against the unit standards and the moderation process that organisations with consent to assess need to engage in. If you're seeking consent to assess, check the CMR to make sure you know what requirements you must meet. To access CMR documents, search for the CMR ID at Search Framework (nzqa.govt.nz).

Consent and Moderation Requirements (CMR) reference	0099
This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do	

Version 6 of CMR 0099 has been published on NZQA's website at <https://www.nzqa.govt.nz/nqfdocs/maps/pdf/0099.pdf>, adding new and revised Hairdressing and Salon Skills unit standards following the review completed in July.

At Toi Mai we're working towards CMR 0099 being our single CMR document, containing all standards that we are the standard setting body for. In the meantime, if you need to know which CMR a unit standard belongs to, you can check on the unit standard itself. Every unit standard document identifies its CMR ID after the outcomes and performance criteria at the bottom of the page.

Creating assessment material guide for schools

In our previous edition of our newsletter, we mentioned the development of an assessment writing guide for schools. We are pleased to announce that this is now complete and has been released on our website.

Please see the link to this here: [Guide to developing assessment material for unit standards](#). Alternatively, you can find the guide under Qualifications and assurance/Quality Assurance/National External Moderation – Need help? You can refer to this guide when developing your own assessment material as it is full of tips and tricks that will help you out.

Of course, if you have any further questions, please contact moderation@toimai.nz the Quality Assurance team are always happy to help.

NZQA unit standard 425 version 7
Page 1 of 3

Title	Participate in a day tramp		
Level	1	Credits	2

Guidance Information/Explanatory Notes
The other important aspects to remember to add to the assessment material is the Guidance Information/Explanatory notes, the definitions, legislations, and prerequisites. All of which you can find on the first few pages on the unit standard. See the screenshot of US 425 as an example:

Guidance Information

- 1 All learning and assessment within this unit standard must be carried out in accordance with the following:
 - relevant legislation including Health and Safety at Work Act 2015, Vulnerable Children Act 2014, and any subsequent amendments;
 - organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs) or Normal Operating Procedures (NOPs), and the use of personal protective equipment (PPE).



Programme Endorsement

Toi Mai National External Moderation – we need you!

As part of reviewing the Programme Endorsement process, the Workforce Development Councils have amended the application forms. There are now **TWO** forms.

1. One when submitting a **NEW** programme application:
[Programme Endorsement- NEW](#)
2. and a separate, more condensed version when submitting a **TYPE TWO** application (change to an approved programme):
[Programme Endorsement- Type 2](#)

The main changes are:

New Programme applications to include:

- A brief rationale explaining why the programme has been developed.
- Commentary against each of the six considerations:
[Programme endorsement- Toi Mai](#) to outline how the programme meets each consideration's requirements.

Please note: the application form must be filled out in full, referring to separate documents in lieu of an answer will not be accepted.

Type Two Programme Endorsement:

- Details of the programme change are required.
- The full new programme application form is not required when submitting a TYPE TWO programme change request, as changes are often minimal. Instead, you'll be able to comment on where the change has impacted the consideration.

As part of the review of the Programme Endorsement process, we're also looking at:

- How we can reduce potential overlap with NZQA.
- How we can manage standard documents, making them easily shared across the WDCs to reduce submission for each application.

We will continuously review the Programme Endorsement process and welcome any feedback on making this as streamlined as possible. If you need any guidance on programme endorsements, please get in touch: programmes@toimai.nz



Waka Ama consent to assess application form – v2

We've updated the Waka Ama application form, which is available here: [Waka Ama consent to assess form.](#)

We're requesting additional information regarding resources your organisation will be using in assessment, and we've included reference to resources available for purchase from external providers.

New Waka Ama unit standard

Toi Mai has completed consultation for the review of the Waka Ama unit standards. There will be a unit standard developed that combines both US30810 and US30811 into a new unit standard. We are now considering feedback on the best credit value.

- Once endorsed by industry, this will be submitted for NZQA approval in quarter three 2023.
- Once the new standard is available, the current unit standards (30810 and 30811) will remain available for a further 18-24 months.

Please note: If you already have CTA for 30810 and 30811, you will automatically receive CTA for the new unit standard once it is registered on the NZQA framework. We recommend any CTA applications request both current unit standards in the meantime.

If you have any questions about the Waka Ama unit standards or the CTA application form, please don't hesitate to contact us at moderation@toimai.nz

For more information about the new Waka Ama unit standards please contact: qualifications@toimai.nz

Qualifications and standards update

Exercise Unit Standards

The following qualifications and standards are currently being reviewed:

- Outdoor Recreation qualifications
- Makeup qualifications
- Creative Writing qualifications
- Performing Arts qualifications
- Entertainment and Event Technology standards
- Recreation in the Community unit standards
- Exercise and Fitness unit standards (see below)
- Waka Ama unit standards
- Museum unit standards

We'd like to hear from as many people as possible on the above projects, including industry, ākongā and providers. For further information on these or any of our other current reviews and developments, to provide feedback, or get involved in any of the advisory groups, please check the reviews and developments page on our website ([Reviews and developments–Toi Mai](#)), or email qualifications@toimai.nz

Exercise and Fitness Unit Standards: Standards 505, 21794, 30933, 30935, 6571, 30447 and 30636 which are predominantly offered in schools and kura are currently being reviewed. A survey was sent to all schools requesting feedback last year. We are now following this up by contacting schools who are high users of these standards asking for feedback. If you wish to provide feedback or interested in being involved in an advisory group, then please contact us at qualifications@toimai.nz



Recently approved by NZQA

The following changes have recently been approved by NZQA:

Hairdressing and Salon Skills unit standards

- 27 standards will expire as a result of significant change to their outcomes, with their content consolidated into 19 new standards.
- Five standards will expire without direct replacement.
- Six new standards have been developed to align with the new qualification pathway and fill gaps between the existing standards.
- Three standards have been revised and rolled over.

Piano Tuning qualification

ID	Qualification Change	Level
4828	<i>New qualification</i> New Zealand Certificate in Piano Tuning and Technology	4

Screen Production

ID	Qualification Change	Level
3212	<i>Version 2</i> of the New Zealand Diploma in Screen Production	5
3213	<i>Version 2</i> of the New Zealand Diploma in Screen Production	6

Exercise qualifications

ID	Qualification Change	Level
3563	<i>Version 2</i> of the New Zealand Certificate in Exercise	4
3564	<i>Version 2</i> of the New Zealand Certificate in Exercise	5
3791	<i>Expiring</i> the New Zealand Diploma in Exercise	6

Sport, Recreation and Exercise Qualifications

ID	Qualification Change	Level
3625	<i>Version 2</i> of the New Zealand Certificate in Sport, Recreation and Exercise	3
3626	<i>Expiring</i> the New Zealand Certificate in Sport, Recreation and Exercise (Multi-sector)	4
3627	<i>Version 2</i> of the New Zealand Diploma in Sport, Recreation and Exercise	5
3628	<i>Version 2</i> of the New Zealand Diploma in Sport, Recreation and Exercise	6

Exercise unit standards

- Updated versions of Level 5 exercise standards 25989, 25990, 25991, 25992, 25993, 25994, 25995, 25996 and 26543.

Looking for information on a specific topic?

Click below to read previous editions our quarterly newsletters:

- Te Toa Takitini – [January 2022](#)
- Te Toa Takitini – [May 2022](#)
- Te Toa Takitini – [August 2022](#)
- Te Toa Takitini – [November 2022](#)
- Te Toa Takitini – [February 2023](#)
- Te Toa Takitini – [May 2023](#)

Or visit our website:

- [Home- Toi Mai](#)

Or contact us on:

- Email: moderation@toimai.nz
- Phone: 04 909 0316
- Mail: PO Box 445, Te Whanganui-a-Tara | Wellington, New Zealand

Ngā Ringa o Toi Mai – Toi Mai's Quality Assurance team are here to support you.

